

**UNIVERSITY OF MADRAS**  
**INSTITUTE OF DISTANCE EDUCATION**  
**MA PUBLIC ADMINISTRATION**  
**Under Choice Based Credits System**  
**(With effect from the academic year 2018-2019)**

**SCHEME OF EXAMINATION**

<b>SEMESTER I</b>	<b>SUBJECTS</b>	<b>CREDIT</b>	<b>MAX MARKS</b>		<b>TOTAL</b>
<b>COURSE COMPONENT</b>			<b>INT</b>	<b>EXT</b>	
Core Paper- I	Administrative Theory	4	20	80	100
Core Paper- II	Administrative Thinkers	4	20	80	100
Core Paper-III	Indian Administration	4	20	80	100
Core Paper -IV	Modern Administrative System	4	20	80	100
Elective Paper- I	Principles of Public Relations	3	20	80	100

<b>SEMESTER II</b>	<b>SUBJECTS</b>	<b>CREDIT</b>	<b>MAX MARKS</b>		<b>TOTAL</b>
<b>COURSE COMPONENT</b>			<b>INT</b>	<b>EXT</b>	
Core Paper- V	Organization Theory	4	20	80	100
Core Paper - VI	Human Resource Management	4	20	80	100
Core Paper - VII	Public Financial Administration	4	20	80	100
Core Paper - VIII	Social Welfare Administration in India	4	20	80	100
Elective Paper - II	Police Administration	3	20	80	100

<b>SEMESTER III</b>	<b>SUBJECTS</b>	<b>CREDIT</b>	<b>MAX MARKS</b>		<b>TOTAL</b>
<b>COURSE COMPONENT</b>			<b>INT</b>	<b>EXT</b>	
Core Paper- IX	Principles of Management	4	20	80	100
Core Paper- X	Development Administration	4	20	80	100
Core Paper - XI	Public Policy Analysis	4	20	80	100
Core Paper - XII	Labour Welfare and Industrial Relations Administration	4	20	80	100
Elective Paper- III	Health and Hospital Administration in India	3	20	80	100

<b>SEMESTER IV</b>	<b>SUBJECTS</b>	<b>CREDIT</b>	<b>MAX MARKS</b>		<b>TOTAL</b>
<b>COURSE COMPONENT</b>			<b>INT</b>	<b>EXT</b>	
Core Paper - XIII	Administrative Law	4	20	80	100
Core Paper - XIV	Human Rights Administration	4	20	80	100
Core Paper - XV	Government and Administration in Tamil Nadu	4	20	80	100
Core Paper - XVI	Local Government and Administration in India	4	20	80	100
Elective Paper-IV	Research Methodology	3	20	80	100

## CREDITS DISTRIBUTION

		<b>CREDITS</b>
Core Paper	16 X 4	64
Elective	4 X 3	12
<b>TOTAL</b>		<b>76</b>

**MA PUBLIC ADMINISTRATION**  
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### REVISED SYLLABUS

#### SEMESTER - I

#### Core Paper – I: ADMINISTRATIVE THEORY

##### **Unit - I: Introduction**

Meaning, Nature, Scope and Significance of Public Administration- Evolution of Public Administration- Public Administration Versus Private Administration- Public Administration and Its Relation with other disciplines - Public Administration is an Art or Science - Approaches to the study of Public Administration.

##### **Unit-II: Theories of Administration**

Classical Theory - Scientific Management Theory- Human Relations Theory - Theories of Bureaucracy- New Public Administration

##### **Unit- III: Principles of Organization**

Principles of Organization- Hierarchy - Span of Control- Unity of Command - Delegation- Centralization and Decentralization- Line and Staff and Auxiliary Agencies

##### **Unit- IV: Structure of Administration**

Chief Executive- Types of Chief Executives- Departmental Organizations - Public Corporations- Independent Regulatory Commissions-Boards

##### **Unit- V: Administrative Control Mechanism**

Accountability and Responsibility- Forms of Administrative Control- External and Internal Control- Redressal of Grievances- Lok Pal- Lok Ayukta- Civil Service Reforms

##### **Books Recommended for Study:**

1. Bhattacharya, Mohit., (2002) New Horizons Public Administration.
2. Geol, S.L. (2002) Advanced Public Administration, New Delhi: Deep and Deep.
3. Jena, Saroj Kumar.; (2001) Fundamentals of Public Administration, New Delhi: Anmol Publications (P) Ltd.
4. Maheswari, Sri Ram, (199S) Administrative Theory: An Introduction, New Delhi: Macmillan India Ltd.
5. Raimann Pattanayak, (2002) Modern Public Administration, New Delhi Anmol Publications (P) Ltd.
6. Singh, Amit, (2002) Public Administration: Roots and Wings, New Delhi: Galgatia Publishing Company

## **Core Paper – II :ADMINISTRATIVE THINKERS**

### **Unit-I: Introduction**

Woodrow Wilson — (Politics- Administration Dichotomy). F.W.Taylor (Scientific Management) - Max Weber (Theory of Bureaucracy) — Mary .Parker. Follet (Conflict in Organizations)

### **Unit- II: Strucutalist Thinking**

Henry Fayol (Principles of Organization)- Luther Gullick( Principles of Management)- Lyndal Urwick (Principles of Organization and Management)

### **Unit- III: Human Relations School**

Elton Mayo (Human Relations theory) - Chester Barnard (Theory of Authority) - Herbert A Simon (Theory of Decision Making)- Chris Argyris (Organizational Environment)

### **Unit- IV: Human Resource School**

Abraham Maslow (Theory of Hierarchy of Needs)- Douglas McGregor (Theory of X and Y) - Herzberg (Two Factor Theory) - Renisis Likert (Linking Pin Model of Organization)

### **Unit- V: Development School**

Fred W Riggs (Theories of Development Administration)- Yezhel Dror (Theory of Public Policy Making)

### **Books Recommended for Study:**

1. Agarwal R.D. Organization and Management
2. Harmon M.M. and Mayer R.T. Organizational Theory for Public Administration
3. Maheswari S.R -Administrative Theory
4. Prasad, L.M. Organization Theory and Behavior
5. Prasad, Ravindra and P. Satya Narayana., (1989) Administrative Thinkers, New Delhi: Sterling Publishers.
6. Pugh D.S - Organizational Theory
7. Singh, RN. (1977) Management Thought and Thinkers, Delhi: Sultan Chanel.
8. White L.D. Introduction to the Study of Public Administration

## **Core Paper – III: INDIAN ADMINISTRATION**

### **Unit- I: Introduction**

Evolution of Indian Administration- Constitutional framework of Indian administration- Federalism in India – Parliamentary Democracy

### **Unit –II: Central Administrative Structure**

President – Vice President – Prime Minister –Council of Minister- Structure of Central Administration- Central Secretariat –Cabinet Secretariat- Organization and functions of Ministers- Finance Commission and National Development Council

### **Unit – III: Administrative Services in India**

All India Services and Central Services – Staff Selection Board –Reform of Civil Service- Administrative Changes and Reforms – Organizations and Methods.

#### **Unit –IV: Constitutional Authorities**

Union Public Service Commission- Commission for SC and ST- Election Commission – Attorney General – Controller and Auditor General of India

#### **Unit- V: Issues in Indian Administration**

Political and Permanent Executive Relationship – Generalists Versus Specialist- Union and State Relations- Corruption- Impact of Information Technology in India Administration

#### **Books Recommended for Study:**

1. Arora, Ramesh K., and Rajini Goel., (2001) Indian Public Administration- 'Institutions and issues, New Delhi: Wishwa Prakashan for New Age International (P) Ltd.
2. Avasthi, A. & Avasthi, A.P. - Indian Administration
3. Basu, D.D. Introduction to the Constitution of India
4. Charabarty, Bidut & Chand, Prakash – Indian Administration
5. Fadia, B.L. & Fadia, Kuldeep - Public Administration in India
6. Johari, J.C. - Indian Govt & Politics
7. Johari, J.C. - The Constitution of India
8. Maheshwari, S.R. - State Administration
9. Maheswari., S.R., (2002) Indian Administration, Orient Longman, New Delhi
10. Ramchandran, Padma – Public Administration in India
11. Singh Hoshiar, and Mohinder Singh (1989) Public Administration in India, New Delhi: Sterling Publications.
12. Singh Hoshiar.,(2000) Indian Administration, New Delhi: Sterling Publication

#### **Core Paper – IV: MODERN ADMINISTRATIVE SYSTEM (U.K., U.S.A., France and Swiss)**

##### **UNIT- I: Introduction**

Concept of Modern Administration - Meaning and Classification of Constitution- Parliamentary System - Presidential System - Collegiate System

##### **UNIT - II: United Kingdom**

Salient features of British Administrative System - Executive -Legislative- Judicial Branches - Powers and Functions - British Civil Service - Rule of Law Party System - Pressure Groups

##### **UNIT - III: United States of America**

Salient Features of American Administrative System - Executive, Legislative and Judicial Branches - Powers and Functions - Separation of Powers - Judicial Review

##### **UNIT - IV: France**

Salient Features of the French Administrative System- Executive- Legislative and Judicial Branch - Powers and Functions - Administrative Law - Political Party - Public Services

##### **UNIT -V: Switzerland**

Salient features of Switzerland Administrative System - Executive- Legislative and Judicial Branches - Powers and Functions - Public Services - Political Parties

#### **Books recommended for study:**

1. Johari A.C. - Major Modern Political Systems
2. Kapur A.C. - Select Constitutions, New Delhi — S.Chand and Co.,

3. Mahajan V.D. — Selected Modern Governments
4. Rideley and Blondel — Public Administration in France
5. Vishnoo Bhagawan and Vidhya Bjushan — World Constitutions, New Sterling Publishers

## **Elective Paper – I: PRINCIPLES OF PUBLIC RELATIONS**

### **Unit I: Introduction**

Public Relations - Meaning - Nature, Scope and Importance of Public Relations - Distinction between Publicity and Public Relations - Distinction between Public Relations and Propaganda - Advertising

### **Unit -II: Public Relations in Indian Environment**

Changes in Socio-Economic - Political and Cultural Relations - Public Relations in Government- Non-Government Organizations- Commercial and Non-Commercial Organizations

### **Unit -III: Public in Public Relations**

Concept of Public in Public Relations - Target Groups- Communities- Organizations - Investors-Suppliers and Distributors- Consumers- Community Relations.

### **Unit- IV: Public Relations Department**

Public Relations Department in Organizations - Public Relation Officer (PRO) - Role & Responsibilities - Staffing- Press Information Bureau- Film Divisions- Publication Division

### **Unit-V: Challenges of Public Relations**

Public Relations Education and Training - Challenges and growth in Public Relations-Public Opinion Leaders

### **Books Recommended for Study:**

1. Balan.K.R., Lectures on Applied Public Relations, Sultan Chand & Sons, New Delhi, 1985.
2. Ganesh,S., Introduction to Public Relations, Indian Publishers Distributors, Delhi, 1999.
3. Metha.D.S., Hand Book of Public Relations in India.
4. Moore arid Frank, Public Relations - Principle, Cases and Problems, Sur Publication, New Delhi, 1987.

## SEMESTER - II

### Core Paper – V: ORGANIZATION THEORY

#### **Unit- I: Introduction**

Meaning, Nature, Scope and Significance of Organization- Bases of Organization-Principles of Organization

#### **Unit- II: Theories of Organization**

Classical Theories of Organization- Neo-Classical Theories of Organization- Modern Theories of Organization

#### **Unit- III: Organization Structure**

Types of Organization- Structure and forms of Organization- Organizational Goals

#### **Unit- IV: Organizational Development**

Management of Organization- Organizational Change and Development — Organizational Leadership and Control

#### **Unit- V: Organizational Behaviour**

Organizational Behaviour- Organizational Conflict- Organizational Effectiveness- Organization and Society

#### **Books Recommended for Study:**

1. Harman, M.M. and R.T..Mayer,(1986) Organization Theory for Public Administration, Boston and Toronto: Little Brown and Company.
2. Prasad, L.M.(2001) Organization Theory and Behaviour, Delhi: Sultan Chand and Sons.
3. Pugh D.S - Organizational Theory
4. Rao,V.S.P. and P.S.Narayana,( 1990) Organization Theory and Behaviour, Delhi: Konark Publications (P) Ltd.
5. Singh, Nirmal.,(2001) Organizational Behaviour- Concepts. Theory and Practice. New Delhi: Deep and Deep.
6. Singh, RN. (1977) Management Thought and Thinkers, Delhi: Sultan Chanel.

### Core Paper – VI: HUMAN RESOURCE MANAGEMENT

#### **Unit- I :Introduction**

Meaning, Definition and Significance of Human Resource Management- Scope of the discipline Human Resource Management- Objective and Uses of Human Resource Management

#### **Unit- II: Human Resource Development**

Role and Significance of Human Resource Development- Techniques of Human Resource Development- Human Resource Development Policy- Manpower Planning- Training and Development

#### **Unit- III: Organization Design and Personnel Functions**

Central Personnel Agency- Role of Personnel Department in the organization- Position Classification- Jobs Analysis and Evaluation

**Unit- IV: Human Resource Planning**

Recruitment and Selection- Compensation- Promotion-Career Planning and Development- Motivation and Morale- Performance Appraisal- Retirement

**Unit- V: Interpersonal Behaviour**

Worker's Participation in Management- Grievance Systems- Employees Stress and Counseling-Types of Counseling - Time Management

**Books Recommended for Study:**

1. Chatterjee, Bahskar., (1999) Human Resource Management, New Delhi: Sterling Publishers Pvt. Ltd
2. Davis Keith., Human Behaviour at Work
3. Goel, S.L. - Personnel Administration and Management
4. Hays, S.W. & Kearney, R.C. - Public Personnel
5. Human Resource Development Report, UNDP, Oxford University Press
6. Lallan Prasad & Bannerjee., Management of Human Resources, Sterling Publishers (P) Ltd.,
7. Rao, Subha P., and V.S.P.Rao.,(1995) Human Resource Management , New Delhi: Konark Publishers Pvt. Ltd,
8. Singh, Nirmal & Bhatia. S.K., Industrial Relations and Collective Bargaining Theory and Practice
9. Sinha, V.M. - Public Personnel Administration
10. Stahl, O Glenn - Public Personnel Administration
11. Tripathi, P.C.,(2000) Human Resource Development, New Delhi, Sultan Chand And Sons.

## **Core Paper – VII PUBLIC FINANCIAL ADMINISTRATION**

### **Unit- I: Introduction**

Nature, Scope, and Significance of Public Financial Administration- Budget and its principles- Modern Techniques of Management

### **Unit- II: British Financial System**

Aspects of British Budgetary System- British Budgetary Procedure- Control over Public Expenditure in Britain- Accounting and Auditing in Britain

### **Unit- III: American Financial System**

Aspects of American Budgetary System- American Budgetary Procedure- Control over Public Expenditure in USA- Accounting and Auditing in USA.

### **Unit- IV: Indian Budgetary System**

Aspects of Indian Budgetary System- Indian Budgetary Procedure- Control over Public Expenditure in India-Administrative- Parliamentary - Audit- Finance Ministry.

### **Unit- V: Indian Public Finance**

Finance Commission- Union- State Financial Relations- Resource Mobilization - Tax Administration in India- Public Debt Management in India- Local Finances in India.

### **Books Recommended for Study:**

1. Chand, Prem - Performance Budgeting
2. Goel, S.L. (2002) Public Financial Administration, New Delhi: Deep and Deep.
3. Handa, K.L. - Financial Administration
4. Joshi, P.L. & Raja, V.P. - Techniques of Zero Base Budgeting
5. Lall. G.S. - Public Finance & Financial Administration in India
6. Mookerjee, S.S., Financial Administration in India, Delhi: Surjeet Publications.
7. Singh., S.K., Public Finance in Developed and Developing Countries
8. Sury, M. M. Government Budgeting in India
9. Thavaraj, M.J.K, (1992) Financial Administration of India, New Delhi: Sultan Chand Publications.
10. Tyagi, B.P. - Public Finance
11. Vithal, B.P.R. & Shastri, M. - Fiscal Federation in India

## **Core Paper – VIII: SOCIAL WELFARE ADMINISTRATION IN INDIA**

### **Unit- I: Introduction**

Meaning Nature, Scope and Significance of Social Welfare Administration- Evolution of Social Welfare Administration- Theoretical Basis of Social Welfare Administration- Social Work and Social Welfare Administration

### **Unit- II: Administration of Social Welfare**

Central Social Welfare Board- State Social Welfare Board- Role of Voluntary Organizations and Non- Governmental Organizations in Social Welfare- Panchayat Raj in the sphere of Social Welfare.

### **Unit- III: Social Welfare Policies**

Social Planning and Social Policy- Formulation and Implementation of Social Policy- Social Welfare and Five year Plans in India,



#### **Unit- IV: Social Welfare Programmes**

Community Development Programme and Social Welfare in India-Child and Women Development in India- Health and Family Planning in India-Welfare of Disabled in India-Social Welfare Scheme for Weaker Sections in India.

#### **Unit- V: Development of Social Welfare**

Social Defence and Social Welfare- The Civil Service and Social Welfare — Public Relation Activities and Social Welfare Agencies

#### **Books Recommended for Study:**

1. Annual Report of Ministry of Social Justice and Empowerment, Government of India.
2. Chaudhary, D.P. - A. Hand Book of Social Welfare
3. Choudry, Paul., (2000) Social Welfare Administration, Delhi: Atma Ram and Sons.
4. Goel, S.L. and R.L.Jain , Social Welfare Administration Voll and II, New Delhi: Deep and Deep.
5. Jacob,K.K (1989) Policy in India, Udaipur: Himalaya' Publications.
6. Mukherjee, Radhakamal - Social Welfare Administration
7. Prasad, R. - Encyclopaedia of Social Welfare Administration
8. Sachdeva, D.R., Social Welfare Administration. Kitab Mahal.
9. Shukla, K.S. - Social Welfare Administration in India

### **Elective Paper – II POLICE ADMINISTRATION**

#### **Unit- 1: Introduction**

Nature, Scope and importance of Police Administration-Approaches to Police Administration-Evolution of Police Administration

#### **Unit-II: Police Organization in India**

Central Police system-.Armed -Unarmed and Auxiliary in Police Administration- State Police System-Role of State Home Ministry -Special Police Structure-District Police -Women Police -Police in Union Territories

#### **Unit-III: Police Personnel Management**

Police classification-Recruitment, Promotion and Retirement-Pay and Compensation-Welfare-Police Association-Police Reforms

#### **Unit-IV Police Behaviour**

Autonomy and Accountability-Police Ethics- Code of Conduct (Violence and Cultural Corruption)

#### **Unit-V Police and Society**

Police and Judiciary-Police and Mass Media-Community Policing-Role of Police in Terrorism & Insurgency- Juvenile Delinquency-Police and Economic crimes

#### **Books Recommended for Study:**

1. Ghosh.S.K. and Rustomji.K.F., - Encyclopedia of Police in India
2. Raghavan. R.K., - Indian Police
3. Rajinder Prasher., - Police Administration
4. Report of the National Police Commission, Central Government Publications.
5. Saha B.P., - Indian Police

6. Shamim Allem., - Women in Indian Police
7. Venugopal Rao.S., - Criminal Justice, Problems and Perspectives in India

## SEMESTER - III

### Core Paper – IX : PRINCIPLES OF MANAGEMENT

#### **Unit- I: Introduction**

Meaning, Nature, Scope and Significance of Management- Schools of Management Thought

#### **Unit- II: Management Techniques**

Modern Management Techniques-.Levels of Management- Management in Government and Business

#### **Unit- III: Management Process**

Planning - Policy Making - Decision Making-Coordination-Communication Leadership-Control

#### **Unit- IV: Analysis of Management**

Management by Objectives- Management Information System

#### **Unit- V: Styles of Management**

Participative Management - Self Management-Quality Circle

#### **Books Recommended for Study:**

1. Almja, R.K. (1997) Management and Organization, New Delhi: CBS Publications.
2. Bhushan, Y.K.,(2002) Fundamentals of Business Organization and Management, New Delhi: Sultan Chand and Sons.
3. Davav, Rustom S., Principles of Management, Bombay: Crown Publishing Company.
4. Massie, Joseph L., Elements of Management, New Delhi: Prentice Hall of India.
5. Parasad, L.M.(2000) Principles and Practice of Management, New Delhi: Sultan Chand and Sons,
6. Rao, V.S.P. and P.S. Narayana, (1991) Principles and Practice of Management New Delhi: Konark Publications (P) Ltd.
7. Saxena, S.C., (1988) Principles and Practice of Management, Agra: Sahitya Bhavan
8. Terry and Franklin (1987) Principles of Management, 8 e., Delhi: All India Traveller Book Publishers.

## **Core Paper – X: DEVELOPMENT ADMINISTRATION**

### **Unit- I: Introduction**

Meaning, Nature, Scope of Development Administration- Development Administration and Administration of Development- Administrative machinery for Development- Approaches to Development Administration

### **Unit- II: Context of Development Administration**

Contents of Development-Administration - Development Administration in the International context- Context of Development Administration- Political, Economic, Cultural, Administrative and Social

### **Unit- III: Development of Administration**

Development of Administration- Bureaucracy and Development Administration- Development Planning- Training for Development -Citizen and Administration

### **Unit- IV: Administration of Development**

Decentralization of Powers in India- State Planning- District level Planning- District Administration and Field Agencies – Development Programmes in India- Community Development Programme

### **Unit- V: Reforming Administrative System**

Autonomy and Accountability of Administration-Administrative Culture-Corruption in Administration-ARC-Transparency-Good Governance-E-Governance

### **Books Recommended for Study:**

1. Bhattacharya, Mohit : Bureaucracy & Development Administration
2. Chatejee S.K.,(1990) Development Administration, Sultan Chand, Delhi
3. Riggs, F.W., The Ecology of Public Administration
4. Riggs.F.W., Frontiers of Development Administration
5. Sapru, R K., (2002) Development Administration, New Delhi Sterling Publications.
6. Sharma, S.K., Development Administration in India
7. Smith, Swindar., Development Administration

## **Core Paper – XI PUBLIC POLICY ANALYSIS**

### **Unit- I Introduction**

Nature, Scope and Significance of Public Policy- National Character and Culture- Policy Orientation- Organization for Policy formulation

### **Unit- II: Policy Analysis**

Models in Public Policy Analysis- Policy Analysis

### **Unit -III: Research Procedure and Policy Science**

Research and Policy Analysis –Social Science in Policy Making –Role of Universities in Policy Making

### **Unit -IV: Policy Process**

Policy making process in India –Policy Making Agencies – Bureaucracy and policy process- Pressure Groups and Public Policy Making –Optimal Model of Policy Making

### **Unit -V: Improving Policy Making**

Policy Evaluation- Dror's Optimal Model

### **Books Recommended for Study**

1. Anderson, James E. : Public Policy Making, New York, 1975
2. Charles, Public Policy Making, Lind Bloom.
3. Dror, Y., Public Policy Making Re-Examined, Leonard Hill Books.
4. Ganapathy, R.S. et al. (1985) Public Policy and Policy Analysis in Indict. Delhi. Sage Publications.
5. Hogwood, Brain. W and B.Guy Peters., (1985) Pathology of Public Policy, Oxford: Clarendon Press.
6. Madan, K.D. et. al, - Public Policy Making in Government; Publication Division, Ministry of Information and Broadcasting, New Delhi, 1982
7. Paul, Devika., (1995) Public Policy formulation and Implementation in India. Delhi: Devika.
8. Sahani, P.: Public Policy Conceptual Dimensions, Kitab Mahal, Allahabad, 1987
9. Saigal, Krishna, Public Policy Making in India : An Approach to Optimisation, Vikas, New Delhi, 1983
10. Sapru, R.K. - Public Policy Formulation, Implementation and Evaluation ; Sterling, New Delhi, 2000
11. Shekhar Singh.(ed.)(1994) Environment Policy in India, New Delhi: Indian Institute of Public Administration.
12. Susan Barrett and Colin Fudge(ed.) (1981) Policy and Action Essay on the Implementation of Public Policy, London and New York: Methuen.( Part - One Only)

## **Core Paper – XII:LABOUR WELFARE AND INDUSTRIAL RELATIONS ADMINISTRATION**

### **Unit- I: Introduction**

Meaning, Nature, Scope and Significance of Labour Welfare Administration-Labour Legislation and Labour Policy- Labour Administration- Wages - Social Security- National Labour Commission - International Labour Organization

### **Unit- II: Industrial Relations**

Definitions and objectives of Industrial Relations- Theories of Industrial Relations- Causes of Industrial Disputes- Machinery for Prevention and Settlement of Industrial Disputes- Industrial Disputes Act, 1947

### **Unit -III: Trade Unions**

Need for the formation of Trade Unions- Structure and Functions of Trade Unions- Trade Unions Act, 1926

### **Unit -IV: Collective Bargaining**

Meaning and Purposes of Collective Bargaining - Growth Process-Theories of Trends of Collective bargaining - Process of Negotiation

### **Unit- V: Issues in Industrial Relations**

Management of Industrial Relations - conflicts- Integrating Human Resource Development into Industrial Relations- impact of Liberalization on Industrial Relations and Emerging issues of Globalization- Need for change the Labour Laws and New Economic Policy

### **Books Recommended for Study:**

1. Mahrotra, S.N., Problems in India, New Delhi: Sultan Chand and Company Ltd.
2. Saxena,(1999) labour Prblems and Social Welfare, Lucknow: Prakasan Kendra.

3. Sharma, A M.(2001) Aspects of Labour Welfare and Social Security. Delhi: Himalaya Publishers.
4. Singh, Nirmal and S.K.Bhatia.,(2000) Industrial Relations and Collective bargaining —Theory and Practice, Delhi: Deep and Deep.
5. Tyagi, B.P.,(2000) Labour Economics and Social Welfare, Meerut: Jaiprakash Nath and Co.

### **Elective Paper – III: HEALTH AND HOSPITAL ADMINISTRATION IN INDIA**

#### **Unit- I: Introduction**

Nature, Scope and Meaning of Health Administration- the Basis for Public Health- Government and Public Health- law and Public Health

#### **Unit- II: Health Organization**

Organization of Health care Administration at the Union-State and Local Levels- Administration of Primary Health Care health Centre- Voluntary –Health Agencies

#### **Unit- III: Policy Making and Planning for Health Care**

Policy Making for Health care Administration- Planning for Health Care- Personnel Management-Financial Management- Public Relations.

#### **Unit- IV: Hospital Administration**

Hospital Planning and Administration- Administration of Out- Patient and In- Patient (wards) Services- Emerging services in Hospitals- Manpower Planning in Hospitals-Medical Practice and Law- Medical Legal Cases.

#### **Unit- V: Trends in Hospital Administration**

Modernizing Health Administration- Evaluation of Medical Services in Hospitals- Role of World Health Organization- Quality Health Care in India- Health insurance

#### **Books Recommended for Study:**

1. Goel, S.L. and R.Kumar (1986) Hospital Administration and Management, (in three volumes), New Delhi: Deep and Deep.
2. Goel, S.L., (1984) Hospital Administration., Delhi: Sterling Publishers Pvt, Ltd.
3. Kumar, Arun., ( 2000) Health Administration, New Delhi: Anmol Publications.
4. Kumar, Arun., (2000) Encyclopedia of Hospital Administration and Development, (in Three Volumes), Delhi: Anmol Publications.

## SEMESTER - IV

### Core Paper – XIII ADMINISTRATIVE LAW

#### **Unit - I: Introduction**

Meaning, Nature and Scope of Administrative Law-Constitutional Law and Administrative Law-Growth of Administrative Law

#### **Unit- II: Executive and Administrative Law**

Government Liability - Classification of Administrative Actions Discretion- Administrative Law and Privileges

#### **Unit - III: Legislature and Administrative Law**

Delegated legislation-Types of Delegated legislation-Control over Delegated legislation

#### **Unit - IV: Judiciary and Administrative law**

Distinction between Judicial and Quasi - Judicial Functions-Principles of Natural Justice-Administrative Tribunals-Judicial Remedies

#### **Unit- V: Control over Administration**

Public Authorities - Control over Public Authorities- Statutory Inquiries- Judicial Review of Administrative Action- Ombudsman- Lok Pal and Lok Ayukta- Media Control

#### **Books Recommended for Study**

1. Durga Das Basu : Administrative Law, Prentice Hall of India Pvt Ltd, New Delhi, 1986.
2. Jain.M.P. and Jain S.N., Principles of Administrative Law
3. Kesari.U.P.D., Lectures on Administrative Law
4. Takwani,C.K., Lectures on Administrative Law, Eastern Book Company, Lucknow, 2001.

### Core Paper – XIV HUMAN RIGHTS ADMINISTRATION

#### **Unit- I: Introduction**

Origin, Nature and Scope of Human Rights-Theories of Human Rights-Classification of Human Rights-Human Rights and Human Duties-Democracy and Human Rights

#### **Unit- II: Indian Constitution and Human Rights**

Preamble-Human Rights and Fundamental Rights -Constitutional Remedies of Human Rights-Directive Principles of State policy

#### **Unit - III: Administration of Human Rights**

United Nations and Human rights -UDHR- National Commission on Human Rights-State Human Rights Commission -Human Rights Courts

#### **Unit- IV: Issues in Human Rights**

Female Infanticide-Right to Dissent-Communal Violence in India-Violation of Women's Rights-Violation of Child Rights-Suspension of Human Rights during Emergency

#### **Unit V: Development of Human Rights**

Human Rights and Voluntary Organizations in India-Promotion of Human Rights-Challenges of Human Rights-Human Rights and Global Perspectives-Human Rights in New era

### **Books Recommended for Study:**

1. Mehta.P.L., and Neena Verma, Human Rights under Indian Constitution, Deep & Deep Publications, New Delhi, 1999.
2. Nlehartaj BegumS.Dr., Human Rights in India Issues, APH Publishing Corporation, New Delhi, 2000.
3. Sivagami Paramasivam.Dr, Human Rights - A Study, Sriram Computer Prints and Offset, Salem (Tamil Nadu). 1998.
4. Vinod Sharma, Human Rights Violation - A Global Phenomenon, APH Publication, New Delhi, 2002.

### **Core Paper – XV: GOVERNMENT AND ADMINISTRATION IN TAMIL NADU**

#### **Unitt-1: Introduction**

Evolution of Tamil Nadu State Administration-Madras Presidency-Provincial Administration-Montague Chelmsford Reforms

#### **Unit-II: Dravidian Movement and Administration**

Non-Brahmanism- Justice Party-Self -Respect Movement-Dravidian Movement-Hindi Agitation

#### **Unit-III: State Legislature**

Governor- Chief Minister-Council of Ministers-Legislative Assembly-Speaker

#### **Unit-IV: State Executive**

Chief Secretariat-Chief Secretary-Secretary-Directorate-State Planning Commission-State Finance Commission-Tamil Nadu Public Service Commission-Judiciary

#### **Unit-V: Local Administration**

Rural Local Bodies-Village Panchayat - Panchayat Union Council-District Panchayat Council-Urban Local Bodies-Town Panchayat - Municipal Council-Municipal Corporation-State Election Commission

### **Books Recommended for Study:**

1. Backer, G.J., Politics of South India
2. Baliga.B.S., Studies in Madras Administration
3. Barnett.M.R., The Politics of Cultural Nationalism in South India
4. David Arnold., The Congress in Tamil Nadu
5. Eugene F.Irschick, Politics and Social Conflicts in South India
6. Maheshwari.S.R., State Governments in India, Macmillan India Limited
7. Nambi Arooran., Tamil Renaissance and Dravidian Nationalism
8. Roberts L.Hardgrave, The Dravidian Movement
9. Saraswathi.S., Minorities in Madras State
10. Tarachand., History of the Freedom Movement in India
11. Venu.A.S., Anna and the Crusade
12. Washbrook, The emergence of provincial politics, The Madras Presidency 1870-1920, Cambridge University Press
13. [www.tn.gov.in](http://www.tn.gov.in)
14. Zoya Hassan, Politics and the State in India, Sage Publications,



## **Core Paper – XVI: LOCAL GOVERNMENT AND ADMINISTRATION IN INDIA**

### **Unit - I: Introduction**

Meaning, Nature and Importance of Local Self-Government- Evolution of Local Self -Government in India-Community Development Programme

### **Unit- II: Panchayati Raj Systems**

Democracy at Grassroots level: Balwantray Mehta Committee - Asoka Mehta Committee - Democratic Decentralization Panchayat Raj Amendment Bill

### **Unit - III: 73rd Constitutional Amendment Act**

Panchayati Raj System- Salient features of 73<sup>rd</sup> Constitutional Amendment Act-Structure of and Functions of Panchayati Raj Institutions

### **Unit - IV: 74<sup>th</sup> Constitutional Amendment Act**

Salient features of 74<sup>th</sup> Constitutional Amendment Act-Structure of Urban Local Bodies- Functions and Powers of Urban local bodies

### **Unit-V: Local Finances**

Resources Mobilization-Taxes-Tax Revenue-Non-Tax Revenue-Octroi - Local Audit-Social Audit

### **Books Recommended for Study:**

1. Amarendra, ( 1998) Poverty, Rural Development and Public Policy, New Delhi: Deep and Deep.
2. Chattarjee.S.K., Development Administration, Sujeet Publications, Delhi
3. Maheswari, Sriram., (1997) Local Governments in India, Agra: Lakshmi Narayan Aggarwal.
4. Maheswari,Sriram.,(2001) Indian Administration, New Delhi: Orient Longman.
5. Mathur, B.L.,(2000) Rural Development and Cooperation, Jaipur: RBSA Publishers.
6. Pattanayak, Raiman,(2002) Local Government Administration Reform. New Delhi: Anmol Publications(P) Ltd.
7. Singh, Amit., (2002) Public Administration Roots and Wings, New Delhi: Galgatia Publishing Company.

## **Elective Paper - IV RESEARCH METHODOLOGY**

### **Unit - I: Introduction**

Meaning, Nature and Objectives of Social Research-Types of Social Science Research-Objectivity in Social Science Research

### **Unit-II: Hypothesis**

Meaning and Types of Hypothesis- Formulation of Hypothesis- Qualities of Workable Hypothesis- Difficulties in Formulation of Hypothesis- Case Study as a Method in Public Administration

### **Unit - III: Sampling**

Meaning- Merits and Demerits- Types and Procedure of Sampling- Data Collection- Sources of Data Collection- Primary and Secondary- Tools of Data Collection- Observation- Interview- Questionnaire and Schedule

**Unit -IV: Processing and Analysis of Data**

Editing and Coding of Data- Classification and Tabulation of Data- Measures of Central Tendency

**Unit - V: Report Writing**

Research Report Writing-Mean, Mode and Median- Mean Deviation and Standard Deviation- Correlation

**Books Recommended for Study:**

1. Bose, Pradep Kumar., Research Methodology, ICSSR, New Delhi
2. Doby.J.T., An Introduction to Social Research
3. Goode, W.J. and Hatt P.K. - Methods of Social Research
4. Gosh.B.N., Social Science Research and Methods
5. Madge, John - The Tools of Social Science
6. Myrdal, Gunnar - Objectivity in Social Research
7. Selltiz.C., Research Methods in Social Relations
8. Shah, V.P. - Research Design
9. Wilkinson & Bhandarkar., Methodology and Techniques of Social Research
10. Young, P.V. - Scientific Social Surveys and Research